CHECKLIST FOR NEW MINOR PROSPECTUS FOR COLLABORATIVE MINORS

☐ Step #1 – Complete the Institute for Arts, Science, and Technology Cover Page
☐ Step #2 – Complete the New Minor Prospectus for Collaborative Minors and draft MOU
☐ Step #3 – Review and signature from Department Chair
☐ Step #4 – Review and signature from Dean of School
☐ Step #5 – Review and signature from Provost
☐ Step #6 - Submit the packet of material to the Institute Steering Committee
☐ Step #7 – Assignment of Institute Steering Committee Representative

Institute Steering Committee Representative ________________________________

☐ Step #8 – Institute Steering Committee review and signature
☐ Step #9 – Develop the new minor proposal
☐ Step #10 – Submit the new minor proposal to the home institution Curriculum Committee
☐ Step #11 – After recommended approval, submit the new minor proposal to the other institution Curriculum Committee
☐ Step #12 – Submit the new minor proposal to the home institution Senate
☐ Step #13 – After recommended approval, submit the new minor proposal to the other institution Senate
☐ Step #14 – Submit the new minor proposal to President’s Office at both institutions

Approval Date 05/13